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ABSTRACT

This manual is a summary of the policies and procedures now in effect in the Gloucester County College Library. The first 41 pages deal with such items as: (1) importance of preparing a manual, (2) types of manuals, (3) procedures for compiling a staff manual, (4) requirements of a staff manual, (5) uses of the staff manual, (6) history of the library, (7) functions of junior colleges, (8) statement of service to library users and (9) the Library Bill of Rights. The balance of the manual covers: (1) objectives of the library, (2) library materials selection policy, (3) the library committee, (4) job descriptions, (5) acquisitions dpartment, (6) technical processing department, (7) circulation department, (8) periodicals department, (9) inventory, (10) definitions, (11) general information about the library, (12) conclusions and recommendations, and (13) appendices. Numerous samples of control forms are shown including: shelf list cards, order forms, processing forms, book pocket cards and overdue notices. (MF)

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PRELIMINARY STAFF MANUAL FOR THE GLOUCESTER COUNTY COLLEGE LIBRARY

by

Julie Davitt Salisbury

A PROJECT

Submitted in partial fulfillment of the requirements
for Library Science 600A and Library Science 600B,
Seminar in Current Issues in Libraries, in the
Graduate Division of Glassboro State College
1970

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Approved by _____

Date _____

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Special thanks is extended to Mr. Charles Boltz and Mr. Rinehart Potts, Advisors, for their understanding guidance and cooperative spirit which made the completion of this project possible. Also, Miss Florence Sellers of the Glassboro State College Library Science Department must be mentioned for her generous assistance in obtaining material to be used as a guideline.

The writer is especially grateful to Mrs. Velma Koleszar, Director of Library Services for Gloucester County College, for her constant encouragement, helpful suggestions, and genuine interest. Indebtedness is also expressed for the materials and information supplied by the Library Technician and Secretary of the Gloucester County Library staff.

Finally, the writer expresses appreciation to her husband, Dr. Donald R. Salisbury, and children for their

sympathetic understanding and encouragement during the period that this work was in progress.

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Chapter 1

INTRODUCTION

This Preliminary Staff Manual for the Gloucester County College Library was prepared at the request of Mrs. Velma Koleszar, Director of Library Services. It was planned to serve as a basis for the Staff Manual to be developed when the Library moves into permanent quarters in the College Center, the construction of which is scheduled for completion in late 1970.

THE PROBLEM

It was the purpose of this project to prepare a Preliminary Staff Manual for the Gloucester County College Library from which future manuals could be developed as the need arose. It includes information about each department including a summary of scope and functions.

IMPORTANCE OF THE PROJECT

At the present time staff consists of the Director of Library Services, an Assistant Librarian, an Audio-Visual Librarian, a Secretary, a Library Technician, and a frequently changing corps of four or five student workers. With such a limited staff, working about thirty-five hours

per week each and fifteen hours per week each for the students, keeping the Library open fifty hours per week, it is often necessary for each person to be able to perform efficiently in all areas of Library operation. Therefore, it is necessary for everyone to understand the responsibilities and procedures for each work station.

PROCEDURE

The information for this project has been obtained through review of the limited literature available on the subject. Furthermore, a request for a sample copy of the staff manual was sent to the twenty-six New Jersey Junior Colleges.* Of the twenty-six, sixteen replied indicating no manual currently available and one sent a copy for examination. A number sent Student Handbooks which did provide some limited useable information.

Basically, however, the Manual herein attached is the result of the combined efforts of each person currently a part of the Gloucester County College Library staff. Those who were more directly concerned with a given area were conferred with regarding the operation of that area (e.g. the Technician handles the periodicals so

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*Appendix A for list of New Jersey Junior Colleges; Appendix B for sample copy of letter sent; Appendix C for sample of thanks letter sent.

she was referred to as authority in that area).

The overall manual was reviewed by the entire staff. It was then accepted and approved by Mrs. Velma Koleszar, Director of the Gloucester County College Library. Copies have been given to each member of the professional staff and also placed at each work station.

SETTING

Gloucester County College is a two-year community college offering both transfer and terminal programs of great variety. The charter class entered in September of 1968 with 600 students. The Spring 1969 semester enrollment expanded to about 700 students. A six-weeks 1969 Summer Session enrolled 350 students. In September of 1969 the enrollment was increased to approximately 1000 students.

Facilities temporarily located in The Barn include Student Personnel Services, the Book Store, and approximately 15,000 square feet on the first floor devoted almost entirely to the Reference collection, periodicals, and reading area of the Library. The Secretary's office, the Library Technician's office, the Assistant Librarian's office, and work area are also on the first floor. The second floor contains stacks for some 10,000 volumes and office space for the Director of Library Services, the

Audio-Visual division coordinator, and the circulation desk. The remaining second floor area is used as a work area for the Faculty.

The 1969-1970 academic program is being conducted in the Deptford Township Senior High School with the exception of the Physical Education classes which are held in the Monongahela Junior High School. Naturally, these classes are scheduled in the late afternoon and evening when the township school day is finished.

The College Campus is situated on a 270-acre farm-site in Deptford Township, Gloucester County, New Jersey. Construction of the Campus has progressed in a generally satisfactory manner. It is expected and planned that the Instructional Center and the Physical Education Center, which houses the heating and power plants, will be available for occupancy in July of 1970. The Student Center, in which the Library will be located, is scheduled for completion by September of 1970.

LIMITATIONS

There were four clearly defined limitations placed upon this project.

1. Only the procedures as now practiced in the temporary quarters were to be included.

2. Professional terms used are in keeping with

the American Library Association Glossary of Library Terms prepared by the Editorial Committee Subcommittee of Library Terminology, E. H. Thompson, Editor, 1968.

3. It was deemed that loose-leaf form would be most practical so that additions and/or alterations could be conveniently made as necessity might indicate.

4. No information with regard to the Audio-Visual Division would be included as that manual is being prepared by the Audio-Visual Division Coordinator.

Chapter 2

REVIEW OF THE LITERATURE

PURPOSE OF REVIEW OF THE LITERATURE

In view of the advantages to be obtained from the knowledge as to what other libraries are doing with regards to Staff Manuals, it seemed appropriate to examine the literature available dealing with this subject. This examination was focused on the findings of others in order to profit from their findings and research of others in this area of endeavor.

There was a very limited amount of material from which to obtain information, hardly more than a page or two in any one given source. Generally, a paragraph or two was more likely to be found. Material available in the periodicals was slightly more informative as these articles were devoted entirely to the topic, not just a passing part of a larger whole.

This scant material was extremely repetitious. Every source repeated the same major points. These points could be arrived at by logical thought without any review of the literature being necessary.

As an additional source of information and guidance, twenty-five of the Junior Colleges of New Jersey

were canvassed for samples of Staff Manuals.

TYPES OF MANUALS

According to the Introduction of Staff Manual for the Staff Members of the Savitz Library of Glassboro State College, Glassboro, New Jersey, edited by Miss Florence Sellers, staff manuals may be of four types:[1]

1. Inspirational which gives the history, policy, and organization of the institution.

2. Informational which includes a summary of the scope and functions of all departments, giving information about each department which other members of the staff should know.

3. Instructional which details the procedures to be followed. This written text is often accompanied by a flow-chart.

4. Regulatory which tends to govern the operation of the library.

In The Administration of the College Library, Guy R. Lyle states that manuals are usually of two types:

1. Administrative manual which is "a kind of 'bible' for all employees, covering such matters as the

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[1]Florence Sellers, Staff Manual for the Staff Members of the Savitz Library of Glassboro State College, Glassboro, New Jersey, 1959, 47 pp.

organization of the library, major policies, procedure memoranda, personnel regulations, and general information."[2]

2. Departmental manual which details the procedure in a specific department and is more likely to be found in the large college or university library.

MAIN FUNCTION OF A LIBRARY STAFF MANUAL

Sheehan tells us in her excellent volume, The Small College Library,[3] that a staff manual is more important in a small library than in a large one to conserve time and to insure continuity of method.

Bozone points out that writing a staff manual also provides an excellent opportunity for the departments to evaluate themselves with regards to "organization, policies, routines and standards of service."[4]

Tauber further states that in order to expedite the training of all personnel of the department (or

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[2]Guy R. Lyle, The Administration of the College Library (New York: H. W. Wilson Company, 1961), p. 204.

[3]Sister Helen Sheehan, S.N.D., The Small College Library (Washington, D.C.: Corpus Books, 1969), p. 20.

[4]Billie Bozone, "Staff Manuals for Reference Departments in College and University Libraries," College and Research Libraries, XX, No. 1 (January, 1961), p. 19+.

library) whether clerical, subprofessional, or professional, manuals of procedure should be developed.

> Recording these operations and procedures in detail will not only assist in training but also may lead to modifying some phase of the work by enabling them to be reviewed in proper perspective in relation to the activities of the whole department.[5]

Lyle tells us that a staff manual is a "useful device"[6] for facilitating the management of the library and that by promoting uniform understanding and practice it will contribute to staff efficiency and improve the quality of work. Furthermore, he maintains that the cooperative preparation of the manual affords an opportunity for experienced members of the staff to systematize and organize their work more effectively, to refine procedures, to eliminate duplication of duties, and to determine responsibility. "It fixes and promotes thoroughness."

To further refer to Lyle, a staff manual assists a staff member to "broaden his point of view." It not only introduces him to the work in all departments of the library, but stresses the educational objectives of the library, and the proper professional attitude necessary

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[5]Maurice F. Tauber and associates, Technical Services in Libraries (New York: Columbia University Press, 1953), p. 40.

[6]Lyle, op. cit., p. 87.

to attain these objectives.

PROCEDURE FOR COMPILING A STAFF MANUAL

Billie Bozone tells us that a manual "must grow out of the staff and conversely, the staff must grow out of the manual."[7] There are two steps by which a manual might be prepared. First is to trace the workings of a department by following in writing the progress of an item through the stages from receipt to final disposition. The second is to compile procedures manuals for each department and then put them together as a whole staff manual for the library.[8] It should be a cooperative project involving all staff members.

In The Small College Library by Sheehan, she tells us that the staff manual should go into detail to the extent that each new step in the process should be explained by word or picture in such a way that someone unfamiliar with the work can grasp the directions. The manual should not be wordy or full of unnecessary directions. "The general rule for directions should be short, clear and to the point."[9] Furthermore she

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[7] Bozone, loc. cit.

[8] Alec Ross, "Making a Department Manual," Library Journal, Vol. LXXIX, No. 21 (December, 1954), p. 2296.

[9] Sheehan, op. cit., p. 23.

recommends that the staff manual contain a collection of all the forms used in the library with a simple explanation of the use of each form. Once all corrections and modifications have been made, the chart (flow chart) can be drawn for the procedure manual. Dougherty and Heinritz supply us with an excellent example of the flow chart and the symbols to be used.[10]

In Scientific and Technical Libraries: Their Organization and Administration written by Strauss and associates it is recommended that the information gathered in the course of developing descriptions for staff positions ought to be preserved in a manner that makes it readily accessible. It is further recommended that this be made a part of the Staff Manual in which functions of the library are described in terms of the duties of each staff member. These duties should be outlined in detail so that there may always be understanding of who is responsible for the various categories of service. "This assures uniform observance of methods once they are instituted."[11] If the staff is small, it might be prererrable

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[10]Richard M. Dougherty and Fred J. Heinritz, Scientific Management of Library Operations (New York: Scarecrow Press, Inc., 1966), p. 54.

[11]Lucille J. Strauss, Irene M. Strieby, and Alberta L. Brown, Scientific and Technical Libraries: Their Organization and Administration (New York: Interscience Publishers, 1964), p. 26.

not to specify who does the individual tasks but rather to provide a detailed outline of the various procedures only. Manual of this sort needs to be kept strictly up-to-date; "to facilitate revision, a loose-leaf record is recommended."[12]

REQUIREMENTS OF A STAFF MANUAL

According to Paul A. Winckler in his article, "The Staff Manual" which appeared in the June 1, 1959 Library Journal, the staff manual must present the positive side of library work.[13] In order to do this, Winckler made an extended quotation from the thesis by Paul Howard, "Library Staff Manuals and a Theory of Library Management." The major points of this quotation were that positive aspects could be presented in the following categories: directing, ordering, controlling, supervising, organizing, evaluating, and representing.

The staff manual must contain positive and specific instructions about all the various procedures of the library. "It must be arranged so that it will be

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[12] Josephine Wedemeyer, "A Manual of Procedure," Wilson Library Bulletin, Vol. XXVI, No. 5 (January, 1952), p. 398.

[13] Paul A. Winckler, "The Staff Manual," Library Journal, Vol. XXCIV, No. 11 (June 1, 1959), p. 1772.

easily and readily understood by all the staff."[14] A manual should be concise, easily understood, well illustrated with forms and records, properly captioned, and well written. In order to have a manual as useful as possible, a "detailed index should be included" was an almost universal recommendation and would be a difficult quotation to attribute to any one writer.

Again in reference to Sheehan, the staff manual should be carefully worked out, and in this process one major advantage is the discovery on the part of the librarian of certain needless or repetitious steps and processes. The manual should be frequently revised to make sure it is in tune with current practices in the library.

Manuals will differ in scope according to the needs of the library; but the following parts should be considered as basic according to Guy R. Lyle in The Administration of the College Library.

> (1) A description of the departmental organization, (2) a statement and interpretation of the functions of the department, and (3) a relatively complete compilation of departmental policies and routines. The third part mentioned should include policies and routines relating to such matters as cataloging, classification, card orders, handling

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[14] Ibid.

> of special categories of materials, flow of material through the department, mechanical preparation of books, preparation of cards, filing, compilation of statistics, etc.[15]

USES OF THE STAFF MANUAL

Margaret Hutchins sets forth eight uses of the staff manual in her book by that title.[16] They are summarized below.

1. It will establish precedent.
2. It will make for a responsible staff.
3. It will minimize friction between departments.
4. It will promote mutual understanding and sympathy.
5. It will make transfers between departments easier and safer.
6. It will speed up the absorption of a new employee.
7. It will furnish every worker with specific information.
8. It will afford the administration a view of the whole system.

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[15] Guy R. Lyle, op. cit., p. 87.

[16] Margaret Hutchins, as quoted in "The Staff Manual" by Paul A. Winckler, Library Journal, Vol. XXCIV, No. 11 (June 1, 1959), p. 1771.

ADVANTAGES

It would be next to impossible to credit any one writer with the following advantages to having a staff manual for a library since they are repeated in many sources:

1. It simplifies the work of breaking in a new employee by indicating the functions of his section and its place in the department routine.

2. It provides a clear-cut authority for standard routines.

3. It serves as a basis for any revision in work methods or policies.

4. It serves an historical role in that it is an indication of function at a given time.

5. It can clarify the departmental role in the over-all library function to the department itself.

6. It provides mutual protection and business-like arrangement for all concerned in the efficient functioning of the library.

7. It provides a framework in which all can work.

8. It will interpret the policies of the library for the day by day routines and duties of library work.

9. It will promote efficiency by insuring proper sequence of work, by securing uniform procedures in routine, and by improving administrative organization.

10. It provides an effective medium for interpreting the library to the administration and the faculty.

11. It will eliminate errors through standardization of work.

12. It will interpret the library to staff and patrons.

13. It will serve as a sound basis for revision of work methods and policies.

14. It will provide administrative officers with concrete evidence of the activities of the library.

15. It can be unquestionable proof of a well-administered operation.

DISADVANTAGES

Wesner is quoted as reporting few libraries possess Staff Manuals; it is agreed that the idea is excellent but that too few administrative heads of libraries had taken the time to produce one.

Manuals should never be permitted to solidify departmental organization and procedure, "since changes in acquisition policy, personnel, and subject areas to be covered, as well as the mere passage of time, may render advisable some changes in organization and practice."[17]

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[17]Tauber and associates, loc. cit.

A staff manual is never complete; it must never be permitted to be unchangeable law.

It must be flexible, even to format so that revisions may be easily made and inserted and old material removed.

A manual, to be useful, must contain a workable, detailed index.

The manual must always grow and change with the institution. It must face continual and endless revision.

It must be a practical aid with some degree of consistency, continuity, and efficiency.

SOURCES CONSULTED IN REVIEW OF THE LITERATURE

The following list is the result of careful screening of the available material in an effort to cover the field of librarianship research dealing with the use of staff manuals.

1. Applied Science and Technology Index
2. ERIC
3. Library Literature
4. Reader's Guide to Periodical Literature

REPORT OF THE SURVEY

The response from the librarians of the New Jersey Junior Colleges was most gratifying. Twenty-six junior

colleges were contacted. Replies were received from sixteen, or 64 percent, which is considered to be a good return.

Three of the sixteen either did not understand the request or felt that something was more helpful than nothing and sent along Student Handbooks. These did contain some helpful information. One sent a job analysis, including qualifications and responsibilities, which was very valuable assistance. Another suggested that a "policy statement-and-job title" might be more useful than a manual. Another thought that a "job description was a better way to outline duties."

Seven had no manuals at present but gave various indications that they "were in the process" (three) or waiting to be in new buildings before tackling the job (two). One was in the developmental stage for policies and procedures. Another had the material on cards and hoped it would soon be in book form. Yet another had departmental manuals that were to be compiled into a master manual.

Then there were these most interesting statements by those who planned no staff manuals:

1. "Staff small enough that each person can learn the operation of each section easily."

2. "Our operation often varies to account for the

vagaries of the publishing field."

3. "Manuals don't exist except perhaps for high school libraries."

4. "Orient new staff without manual by relying on two competent secretaries who are 'walking' staff manuals."

5. "Only one professional therefore manual not needed."

It was felt that the survey undertaken was well worth the effort. The variety of opinion expressed in the returns was most informative. Two librarians requested a copy of the finished Staff Manual which will be sent along to them upon completion of the current work.

Chapter 3

STAFF MANUAL FOR THE GLOUCESTER COUNTY COLLEGE LIBRARY

The Staff Manual for the Gloucester County College Library is herein inserted. Please note that it has its own page numbering.

STAFF MANUAL FOR THE

GLOUCESTER COUNTY COLLEGE LIBRARY

MAY 1970

ACKNOWLEDGMENT

Many persons have contributed a great deal of time and energy to the preparation of this Staff Manual for the Gloucester County College Library. The two who have been most responsible are Mrs. Velma Koleszar, the Director of Library Services, who recommended that a staff manual be compiled and who guided the project to completion, and Mrs. Julie Salisbury, Assistant Librarian, who acted as Editor-In-Chief for the project.

Invaluable assistance was provided by Miss Margaret Turner, Librarian Technician, and Mrs. Ruth Doughty, Library Secretary.

PREFACE

Welcome to the ranks of Library Assistants! We hope that you will enjoy your work here and that it will be pleasant and profitable for you.

A library is a service organization. Its chief objective is to supply the library materials needed by the members of Gloucester County College, students, faculty, and staff. The work that you do, whether it is out front at the circulation desk, or behind the scenes in the work room, will contribute materially to the achievement of this goal.

We will need student aides, not only for the hours the library is open, but also during the morning hours to help in the ordering and processing of new books. This will give flexibility in arranging your time. But please remember that we are counting on you to make every effort to keep your hours as arranged.

This Staff Manual describes routines in detail. Please refer to it and never hesitate to ask if you are in any doubt. Accuracy is essential to the smooth operation of the library. Mistakes are costly in poor service and wasted time.

Mrs. Velma Koleszar
Director of Library Services
May, 1970

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INTRODUCTION

This manual is to be used by anyone who works for the Gloucester County College Library. With an expanding library program, there will be need for a manual to insure uniformity of policies and procedures and to assist new personnel with information which is basic to the operation of the library.

The manual has been prepared for the guidance of the staff of the Gloucester County College Library. Close adherence to the policies, procedures, and instructions presented in it is essential to the efficient operation of the library and is the responsibility of each member of the staff.

HISTORY

The library was started on April 1, 1968 when the librarian, Mrs. Velma Koleszar, reported to the college office in the Mantua National Bank building in Sewell. The following year was a period of very active growth as books were selected, periodical subscriptions entered, rules and regulations decided, contacts made with Gloucester County and New Jersey junior college librarians. During the summer, activities of the college were moved to the farmhouse on the college property and the library was given space in what had been the kitchen and dining rooms. Student workers did a fine job of preparing books for the shelves, working on the student library manual, filing cards, and performing many other services. In September, the library was moved again, this time into the rear of the barn. In addition to continuing to build the book collection, students began using the library, and individual help was given to as many as possible.

Many people deserve thanks for their assistance to the library. The faculty were most helpful in promoting the use of the library and in suggesting many additions to the collection. The generosity of the book budget was an important factor in enabling the library to increase its

collection so rapidly. The Library Committee helped with policy decisions.

The second year of library operation was also a period of growth. The physical space was doubled with a part of the second floor of the barn being given over to a stack area for circulating books and additional office space. Temporary shelving was added. The collection was increased by almost 200 percent, the number of microfilm reels was doubled, and many essential reference works were added.

The increase in staff was a prime factor in this growth. Mrs. Julie Salisbury became a full-time professional librarian, and Miss Margaret Turner, a library technician. Mr. Robert Aeschback, audiovisual coordinator, was also added to the staff. Student workers gave exceptionally fine service in a multitude of tasks.

A most gratifying aspect of this second year of operation was the doubling of circulation figures as this shows how much use of the library was increased.

From the Annual Reports

FUNCTIONS OF JUNIOR COLLEGES

A College Transfer Program equivalent to the lower-division curricula of state universities and colleges for those who plan to continue their education at an advanced level.

An Occupational Education Program for those individuals for whom two years or less of training will give an understanding of the community and the world in which they live, and which will provide them with the opportunity to acquire specific skills leading to employment or advancement on the job.

A Program of General Education which provides, through planned experiences, the common knowledge, skills, and attitudes needed by each student to be effective as a person, a family member, a worker, and a citizen.

A Guidance Program which provides for vocational, educational, and personal counseling to assist the student in the selection and pursuit of a life work compatible with his interests, aptitudes, and abilities.

A Program of Community Services, provided in cooperation with the other educational institutions

serving the community, to meet the cultural, educational, and vocational needs of interested people living in the community.

Adapted from the Restudy of Higher Education in California and the Master Plan of Higher Education in California - 1961

STATEMENT OF SERVICE TO LIBRARY USERS

The primary purpose of any library is to serve the reading, reference, and research needs of its users. All authorized users of college and research libraries have a right to expect services up-to-date and commensurate with their needs, provided by competent librarians and founded on adequate collections which are easily available in suitable quarters.

1. The Collection (Standards for College Libraries I and V)

The library collection (books, periodicals, and other media of communication) should be sufficiently broad, authoritative, and up-to-date to support effectively the instructional and research programs of the institution.

The collection should include important basic reference works, as well as adequate bibliographic tools to exploit the collection efficiently.

2. Its Accessibility (Standards V and VIII)

All materials in the collection except rare and unusual works should be easily accessible through direct selection from open shelves or through prompt delivery. Reference works and bibliographical tools should be

conveniently located for ready use.

For special needs, access should be provided to the collections of other libraries through in-person consultation arrangements or through interlibrary loan and photo-duplication facilities.

3. Its Availability

Materials that circulate should be loaned for a reasonable length of time after which they should be made available to other authorized users.

Inexpensive photocopies of any part of the collection should be readily obtainable within the limits of the usual "fair use" restrictions.

4. Assistance in Its Use (Standards, IV)

Help and advice in the use of the library, its materials, and its services should be available at all times from competent professional librarians.

For faculty and research needs, this help should extend to literature searching, bibliographic compilation, subject area guidance, and other specialized service as required.

5. Instruction in Its Use (Standards, VII)

Instruction in the use of the library should be integrated with or closely related to regular course work

and should teach the organization of library resources and develop skill in the use of bibliographic and reference tools. The library staff may be expected to cooperate with the faculty in assuring that suitable training is offered.

Both formal and informal instructions are desirable and should make use of such aids as a handbook or guide to the library's resources, facilities, and services; orientation tours, visual presentations; and individual consultation.

6. Physical Facilities (Standards, VI)

An adequate number of comfortable chairs should be provided in a well-lighted, properly ventilated, quiet atmosphere.

Provision should be made for users to type, to read microfilms, to listen to and view audio-visual materials, and to work in small groups without disturbing others.

Studies or carrels should be generally available in the library building where faculty members, research personnel, and students can work on special projects near the books and periodicals they need.

7. Open Hours

The library should be open and adequate staffed

as many hours per week as necessary, including weekends and during holiday and vacation periods if required, to serve the needs of the users.

The above statement was approved by the ACRL Board of Directors at the Midwinter, 1966 meeting. Reprinted from ACRL News, a supplement to College and Research Libraries, April, 1966.

LIBRARY BILL OF RIGHTS

The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries.

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.

2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.

5. The rights of an individual to the use of a

library should not be denied or abridged because of his age, race, religion, national origins, or social or political views.

6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

Adopted June 18, 1948
Amended February 2, 1961 and June 27, 1967,
by the ALA Council

GLOUCESTER COUNTY COLLEGE

OBJECTIVES OF THE LIBRARY

1. To support the objectives and philosophy of Gloucester County College.

2. To cooperate with the faculty in providing library materials and to collaborate in teaching functions that involve the library.

3. To provide individual reference service and bibliographic help to faculty, students, and staff.

4. To encourage the development of reading habits that will promote an interest in self-education that will continue after formal education is finished.

5. To serve Gloucester County residents when such service will not interfere with primary responsibility to the Gloucester County College.

6. To cooperate with other libraries in the area to promote better library service for everyone in need of library materials.

GLOUCESTER COUNTY COLLEGE

LIBRARY MATERIALS SELECTION POLICY

The Library Committee recommends that the following policy statement be adopted by the Board of Trustees.

The Gloucester County College Board of Trustees shall have the responsibility for final rejection, recommending changes, and ultimate approval of the policy determined by the Library Committee to be employed in the selection and acquisition of materials.

The Board of Trustees has endorsed the Bill of Rights as adopted by the American Library Association (ALA) on June 18, 1948 and amended on February 1, 1961, which is considered an integral part of this policy.

It is the responsibility of the Director of Library Services to implement board policy in the selection of books, periodicals, pamphlets, and audio-visual materials needed to support the curriculum, provide cultural enrichment, and broader horizons.

The faculty has the responsibility for recommending materials for purchase. The Director of Library Services oversees the entire collection so that the collection will be well rounded.

The library should strive for qualitative excellence and not for mere accumulation of material.

The material to be acquired will include any type of material that is needed for instructional and cultural purposes.

Priority in spending will go to the need for instructionally related materials.

The library should acquire materials to aid the faculty in class preparation and professional reading, but their needs for research and study should be considered in relation to the fulfillment of the basic needs of the students.

A sufficient number of periodical subscriptions should be provided for curriculum use, general interests, and faculty reading. Files for back issues should be maintained in microfilm for reference purposes. Periodicals listed in one of the indexes should be a factor in titles to be retained. Continuity and completeness of sets should be maintained.

Purchase of textbooks used as course requirements should be avoided except where no other materials are available.

Multiple copies must be justified since their purchase prevents the acquisition of more varied books. (Too often such books are used for only one semester

because of the change in faculty or curriculum.)

Some popular fiction should be purchased along with nonfiction on timely subjects. The same selection standards should be applied to these as to other books.

The library should provide an active, growing collection and weeding should be a continuing process to eliminate unused duplicates, obsolete material, and fragmentary files of journals.

The purchase of rare books should be subordinated to more practical necessities.

Selection aids such as book lists, specialized subject bibliographies, and book reviews will be used in addition to publishers' announcements so that careful evaluations can be made. Selections will be based on the needs of the students, the requirements of the faculty and staff, the individual merits of each book, the existing collection, and the budget. Selection should provide materials that will develop critical thinking, objective evaluations, aesthetic appreciation, and creativity. The ephemeral, the consciously sensational, and the deliberately distorted should be avoided except where they have academic validity. Coverage of controversial subjects should be sufficiently broad to provide a balanced perspective.

Standards of accuracy, objectivity, sincerity,

readability, permanence, and social significance should be considered in making of selections. Format should be considered so that wearability, possibility of rebinding, legibility of type, and quality of illustrations are selection factors.

Gifts of worthwhile books should be encouraged and will be appreciated; but the disposition of gifts should be left to the judgment of the Director of Library Services. Special housing for gift collections, except in certain rare instances, will not be permitted since a satisfactory arrangement from the viewpoint of library efficiency is difficult to achieve. Gift books should be judged by the same criteria as books that are purchased. The library staff should not be required to determine the value of gifts for income tax purposes.

January 16, 1970

LIBRARY COMMITTEE

I. Aim

A. To serve as liaison between the library staff, the faculty, and students.

B. To function in an advisory capacity.

II. Objectives

A. To advise the librarian on problems brought to them by the staff.

B. To advise the librarian with respect to the administration of the college library, its rules and policy, and together with the librarian, shall represent the interests of the college library with the faculty.

C. To advise in policy determination.

D. To maintain a genuine interest in the development of the library.

E. To share information in order to accomplish our goals.

III. Areas of Research for Committee Plans

A. The library, whose function and services are college-wide, needs information which the faculty committee can supply:

1. Educational policies

2. New courses

3. Policy on purchase of books (reserve, rare, and foreign)

4. Administration of college archives

5. Library's role in handling audio-visual materials

6. Compilation of bibliographies in developing collection

7. Allocation of book funds to departments and assistance in budget making

8. Policy of accepting gifts

9. Methods of promoting student and faculty use

10. Assistance in formulating library handbook

11. Relationship of the college library to the community

IV. Sub-committees

A. Educational policies

1. Orientation of Freshman Week

2. Instruction of new students in use of library

3. Instruction of upper-class students

4. Plans for National Library Week

a. Bulletin boards and posters

b. Exhibits and book displays

5. Administration of college archives

B. Methods of promoting student and faculty use

1. Public relations

2. Announcements of varying importance to Department Chairman in choice of books for library purchase

3. Work increasingly for the interest and cooperation involved by use of such devices as a monthly memo

4. Interpretation of library services

a. Planned distribution of information about the library

b. Persons with whom the library must work

c. Disseminate information about library to local community, alumni, professional associations, friends of the library

5. Provide services to all in the community who will have occasional needs for library assistance

C. Business and financial affairs

1. To help consult with Department Chairman about costs, choices, what goes into the budget, and how much to ask for

2. To help in submitting the budget for approval of the Administration

3. To aid in meeting budget deadline

4. To help in the classification of the budget categories

5. To help to assemble information needed for making estimates for the library budget

6. To aid in the distribution of the budget

JOB DESCRIPTION

DIRECTOR OF LIBRARY SERVICES

I. Qualifications

A. Master's degree in Library Science from an accredited library school

B. Five years experience in library operation and administrative duties

C. Ability to work well with others

II. Broad Functions

A. Responsible for the operation and development of library services

B. Responsible for all library functions and supervises the professional staff

C. Works closely with the faculty and administrative staff to make the library an integral part of the educational and cultural functions of the college

D. Reports to the Dean of Instruction

III. General Responsibilities

A. Develop the collection of books and other materials in order to support all curricula, following the guide lines set up by the Book Selection Policy

B. Provide guidance to students in learning to use these materials

C. Assist the faculty in making maximum use of the collection, and in selecting books and other materials to broaden the collection

D. Recommend the hiring of all library employees and direct their work by prescribing duties, assigning tasks, and establishing standards of performance

E. Prepare long and short range objectives to provide better library service

F. Prepare the library budget

G. Perform needed original cataloging

H. Serve on faculty committees

I. Attend professional conferences and in-service programs

ASSISTANT LIBRARIAN

I. Qualifications

A. Master's degree in Library Science or its equivalent

B. Broad experience in library operations

C. Interest in young people and a sense of humor

II. Broad Functions

A. Responsibility for the operation of the first floor of the library

B. Report to the Director of Library Services

C. In charge during the absence of the Director

III. General Responsibilities

A. Supervise book processing

B. Supervise circulation

C. Assist students and faculty in use of the card catalog, the reference collection, and periodicals

D. Assist in book selection

E. Maintain reference collection

F. Serve on faculty committees as assigned

G. Attend professional conferences and in-service training programs

LIBRARY TECHNICIAN

I. Qualifications

A. Two years of post high school training in library work with an AA degree

B. Experience is desirable but not required

C. Accuracy and reliability

D. Ability to work with students

II. Broad Functions

A. Responsible for library routines in the areas of technical processing, circulation work, and serials

B. Report to the Assistant Librarian

C. Assist the Audio-Visual Coordinator as time allows

III. General Responsibilities

A. Supervise student workers in technical processing, filing, and accessioning, and check their work

B. Type main entries when cataloging information is available

C. Type book lists, periodical lists, etc.

D. Type multiple orders

E. Add duplicate copies and continuations to shelf list

F. Place materials on reserve at request of the faculty

G. Participate in staff meetings

H. Make suggestions for the improvement of library routines

LIBRARY CLERK - SECRETARY

I. Qualifications

A. Typing ability with accuracy more important than speed

B. Knowledge of bookkeeping, clerical routines, and office machines

C. Accuracy and reliability

D. Ability to work with students

II. Broad Functions

A. Responsible for the clerical and business functions of the library

B. Reports to the Director of Library Services

III. General Responsibilities

A. Check invoices, send purchase orders and requisitions, prepare bill for payment, and keep financial records

B. Type letters and reports

C. Maintain files and records

D. Prepare monthly reports of books ordered and received

E. Keep personnel records and student time cards.

F. Cooperate with processing department in ordering and checking in library materials

G. Answer library telephone and relay calls

H. Supervise mail room

I. Assure proper operation of office machines

J. Assist in other library departments as needed

K. Participate in staff meetings

ACQUISITIONS DEPARTMENT

I. General Supplies Ordered by Requisition

A. Types of materials covered

1. Use for LC cards, expense account, equipment, general supplies, including interoffice supplies such as stationery, paper clips, etc., of a general office nature

2. Use for all expendable equipment not capital items considered permanent

B. Procedure to be followed

1. Check supply cabinet and running inventory sheet to see if item is on hand, how many are on hand; if reordering is necessary, do so

2. Request that requisition be filled out by library clerk. Be sure to give her complete details and specifications

3. Requisition must be signed by Director of Library Services or designated authority

4. Requisition yellow copy retained by library clerk and filed in clerk's active file

5. Remaining copies of requisition sent to Business Office for processing

6. Requestor's copy of purchase order returned to library from Business Office and filed with yellow copy of requisition

7. When material is received, yellow copy of requisition and requestor's copy of purchase order marked with date and price changes, if any

8. When bill is received, check against yellow sheet and requestor's copy of purchase order; if okay, so indicate and return to Business Office

9. Remove transaction from active to inactive file in clerk's vertical file for indefinite period (until lack of space requires weeding of most out-of-date material)

II. Acquisition of Periodicals and Microfilm

A. Method of selection

1. Request by faculty

2. Suggested by library staff (often based on student need)

3. Approved or rejected by Director of Library Services

4. If approved dealer designated by Director

B. Procedure to be followed

1. Purchase Order filled out by clerk as for books and AV software

2. Technician makes card for Visible File

3. When bill is received, check to see if material has been received

4. If material not received, write letter about same

5. If material is coming in correctly, okay bill and indicate on Purchase Order copy in files and return bill to Business Office for payment

6. Renewals

a. Bill received from jobber

b. Director of Library Services decided which to continue and which to drop and adds any substitutions or additions to list

c. Follow procedure above

7. Technician keeps check on periodicals and microfilm

a. Writes concerning missing copies

b. If title is received on microfilm, do not try to replace

c. If not received on microfilm, decide if necessary to try to replace missing copies and institute procedure to do so

C. Some regularly consulted aids to selection

1. Scott, Marian H., ed., Periodicals for School Libraries. Chicago, Ill., American Library Association, 1969

2. Katz, Bill. Magazines for Libraries. New York, Bowker, 1969

III. Acquisition of Books (and AV Software)

A. Method of selection

1. Requested by faculty, staff, students

2. Approved or rejected by Director of Library Services

B. Procedure to be followed in placing order

1. Check in card catalog to see if on hand or on order (author and title catalog)

2. If negative above, type Multiple Order form (three part type - see sample) filling in completely

3. Director of Library Services or designated authority indicates dealer and date to be ordered

a. University Press books from Abel

b. Scholarly books generally from Abel

3/a

Class No.	AUTHOR		
List Price	TITLE		
Date Ordered	Edition or Series		Volumes
Date Rec'd.	Place	Publisher	Year
Dealer	Recommended by	Fund Charged	Cost
No. of Copies			
Order No.			
L.C. or Wilson Card			

GLOUCESTER COUNTY COLLEGE
SEWELL, NEW JERSEY 08080

c. Popular books from Schnell

d. Paperback books from Schnell

e. If in a great hurry - order direct

4. Clerk (or student worker under her direction) marks date, dealer, and purchasr order number on multiple order form being sure to print through all copies

5. Clerk (or student worker under her direction) separates multiple order form

a. 1 copy (green) sent with purchase order

b. 1 copy (yellow) in library office file to check against when order is received

c. 1 copy (card) filed in Card Catalog checking against duplication

1) If there is duplication, determine if copy 2 was intended

2) If there is duplication (not intended) remove duplicate multiple order form

6. Purchase Order, number of books involved, amount involved sent to Business Office marked "Return to Library Office for mailing"

7. Purchase Order, when approved by Business Office and returned to Library office is then sent to indicated dealer along with 1 copy (green) of multiple order form involved in transaction

8. Gift books or any others not covered by a multiple order form card should have temporary author card types and filed in Card Catalog

C. Some regularly consulted aids to selection

1. Periodicals

a. Library Journal

b. College and Research Libraries

c. R Q

d. Wilson Library Bulletin

e. Choice

f. New York Times Book Review

g. trade catalogs

2. Books

a. Julian Street Library

b. The Junior College Library Collection

c. Books for College Libraries

d. Winchell's Guide to Reference Books

e. Wheeler's Basic Book Collection for the Community College Library

f. Granger's Index to Poetry

g. Lucas' Art Books; a Basic Bibliography

3. Procedure with selection aids

a. Librarians review each of the selection aids (especially the periodicals)

b. Initials or checks approval of a selected title next to the entry on the aid itself

c. Student worker checks those marked against the card catalog which includes On Order cards

d. Cancels those that are in the collection by marking X next to the entry on selection aid

e. Cancels those that are on order by marking 00 next to the entry on selection aid

f. Indicates call numbers on lists from faculty and saves for ready reference at Reader's Service desk (Reference Desk)

g. Multiple Order forms are typed for remaining entries and handled as indicated in III. B.

D. Procedure when book order is received

1. Order slips checked against shipping slip, invoice, or bill, depending on system of shipper

2. Yellow order slip placed in front of book so that it sticks out of book

3. Out-of-print slips removed from order and given to Director of Library Services for decision

4. Out-of-stock so marked on Purchase Order which is held to be received later

5. Not-yet-published given to Director of Library Services for further action

6. Give clerk all packing/shipping slips

7. Keep bills

a. 1 copy of bill attached to library copy of Purchase Order and marked when it was passed to Business Office for payment

b. 1 copy of bill processed and taken to Business Office (usually any received during the week are taken over on Friday)

8. Books to technical services department for processing

TECHNICAL PROCESSES DEPARTMENT

I. Cataloging of Books

A. Check books with card catalog for duplicates

1. If there are duplicates, determine if they are to be kept

2. If not to be kept, return to Library Clerk for handling

B. Stamp and accession those books to be retained

1. Stamp Gloucester County College on top and bottom of book page ends

2. Use stamp with address whenever there is enough space

3. Use accessioning machine to stamp number on lining page or flyleaf as near to top upper righthand corner as possible

4. Add date of year in front of number in ink (e.g. 70-00228)

5. Enter last number <u>used</u> in accessioning book

a. Date

b. Last number used

c. Your initials

C. Search for cataloging information

1. Check date of publication

2. Search in corresponding BPR (American Book Publishing Record - Annual Cumulative)

a. Under title

b. Then turn to number given

GLOUCESTER COUNTY COLLEGE
LIBRARY

ACCESSIONS

Date	Last No. Used	Initials	Date	Last No. Used	Initials

MONTHLY RECORD

Date	Books Added	With-Drawn	Total	Cum. Total

c. Type main entry catalog card from this information (see sample)

d. This card becomes shelf list card when set of cards are typed

3. If not in BPR, use other sources such as Julian Street, National Union Catalog

4. Check subject headings in Library of Congress Subject Headings (books and supplements)

a. Check subject heading on main entry card

b. Check mark Library of Congress Subject Headings entry

5. Give to typist - be sure subject headings are checked

D. If not located in step C above

1. Send for LC cards filling out order completely; use LC number if available also (see sample)

2. After LC cards are sent for books are shelved in section Waiting for LC (alphabetically by author)

E. When LC cards are received

1. Match cards with books

2. Check subject headings as in C. 4. above

3. Check classification numbers for completeness

4. Give to typist

5. If books are in circulation under temporary handling

a. Recall books

b. Handle as above

c. When processed may be circulated in usual manner

37a

PN
4121
C25
1955

Carnegie, Dale, 1888-1955.
Public speaking and influencing men in business. Rev. ed. New York, Association Press, 1955.
408p. 21 cm.

1. Oratory. I. Title.

SUBSCRIBER NO.	HOLD C	ALPHA PREF	L.C. CARD NUMBER
232520	3		—

AUTHOR

TITLE

PLACE

PUBLISHER

DATE

EDITION

SERIES

ACTION
1 __
2 __
3 __
4 __
5 __
6 __
7 __

GLOUCESTER CO COLL/-H/2SA1

SUBSCRIBER NAME — VAR. IN EDITION — NO. OF COPIES WANTED

A	B	C	D	E	F	G	SBN	H	I	J	K	L	M	N	O

LC 61-1
(REV. 1/69)

HANDPRINTING BOXES
FOLLOW SAMPLES →
USE #2 LEAD PENCIL

0 1 2 3 4 5 6 7 8 9

A-F FOR L.C. USE ONLY
G HOLD CODE CHANGE
H-O L.C. CARD NUMBER

F. Special cataloging procedures

1. Newer editions of books already in Library make

a. Shelf list card

b. Author card

c. Title card

d. Subject cards

2. Older editions of book already in Library make

a. Shelf list card

b. Author card

3. "Library has" notations to be put on all cards with open entry

4. REF typed above call numbers on all catalog cards for reference books (marked on card when checking subject headings)

5. FOLIO typed above call numbers on all catalog cards for oversize books (28½ cm) (marked on card when checking subject headings)

II. Typing

A. Type cards (both those from Library of Congress and from cataloger) (see samples of both)

1. Main entry

2. Subject cards

a. Avoid abbreviations except U.S.

b. Large type edition for each such title

3. Added entries

Z
5814
M8
N35
1969

National Information Center for Educational Media.
Index to 16mm educational films. 2d ed. New York, R. R. Bowker Co., 1969.

xi, 1111 p. 29 cm.

1. Moving-pictures in education—Indexes. I. Title.

Z5814.M8N35 1969 016.37133'523 71-91713
SBN 8352-0275-5 MARC
Library of Congress 69 [3]

Z
5814
M8
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Z
5814
M8
N35
1969

National Information Center for Educational Media.
Index to 16mm educational films. 2d ed. New York, R. R. Bowker Co., 1969.

xi, 1111 p. 29 cm.

69-869 6.95 Abel. 7/31/70

1. Moving-pictures in education—Indexes. I. Title.

Z5814.M8N35 1969 016.37133'523 71-91713
SBN 8352-0275-5 MARC
Library of Congress 69 [3]

384

DS
711 Marcuse, Jacques
M273 The Peking papers; leaves from the notebook
of China correspondent. New York, Dutton, 1967.
351p. 22 cm.

1. China-Descr. & trav.-1949-. I. Title.

DS The Peking papers
711 Marcuse, Jacques
M273 The Peking papers; leaves from the notebook
of China correspondent. New York, Dutton,1967.
351p. 22 cm.

1. China-Descr. & trav.-1949-. I. Title.

DS CHINA--DESCRIPTION & TRAVEL--1949-
711 Marcuse, Jacques
M273 The Peking papers; leaves from the notebook
of China correspondent. New York, Dutton, 1967.
351p. 22 cm.

1. China-Descr. & trav.-194-. I. Title.

DS
711 Marcuse, Jacques
M273 The Peking papers; leaves from the notebook
of China correspondent. NewYork, Dutton, 1967.
351p. 22 cm.

70-04208 6.95 Abel. 7/13/70

1. China-Descr. & trav.-1949.- I. Title.

386

4. Shelf list

a. Accession number

b. Source

c. Cost

d. Date processed

B. Type book pockets and circulation card (see sample)

1. Include accession number on upper right corner of each

2. Book pocket should be pre-stamped with name and address stamp

C. Type spine label and attach to spine ¼ inch from bottom

III. Processing Books for Shelves

A. Typing checked for accuracy by a librarian

B. Shelf list cards sorted out

1. Kept in monthly shelf list until acquisitions list for month is published

2. While in monthly shelf list file the call numbers are checked off in Books for Junior College Libraries as an aid to future book selection

C. Remaining cards sorted and alphabetized for filing in divided card catalog

1. Author

2. Title

3. Subject

D. Book pocket with circulation card in pocket pasted in front of book

1. Right hand side, below accession number

Z
5814
M8
N35
1969

69-869

DATE DUE

Z
5814
M8 N35 1969

69-869

AUTHOR

National Information Center

TITLE

INDEX TO 16 mm EDUCATIONAL FILMS

DATE DUE	BORROWER'S NAME

GLOUCESTER COUNTY COLLEGE
LIBRARY
SEWELL, NEW JERSEY 08080

Z
5814
M8
N35
1969

2. One inch from bottom, if possible

3. Do not cover end paper if information thereon is not repeated on back end paper - put on next page

E. Spine label

1. Check typing and location (¼ inch from bottom)

2. Cover with 1½ inch book tape

F. Books with dust jackets get plastic covers

G. Paperbacks get covered with booklon

H. Cataloged pamphlets fastened in pamphlet covers with spine label attached to lower left corner, ¼ inch from bottom, spine label covered with 1½ inch book tape

I. Books sent to circulation department for shelving

IV. Filing Rules

A. Use American Library Association Rules

B. Special rules used

1. Author cards

a. Series cards filed with author cards

2. Title cards

3. Subject cards

a. Punctuation ignored, filed alphabetically

b. Dates are chronological <u>after</u> other headings

c. U.S. History

1) 1789-1797 after Confederation
2) 18th century after colonial period
3) 1829-1837 after 1825-1829

CIRCULATION DEPARTMENT

I. Pamphlets (Vertical file)

A. Processing of pamphlets

1. Stamp with ownership "Gloucester County College Library"

2. Label with subject

3. Verify subject card in card catalog indicating "See Pamphlet File" (see sample)

B. Circulation

1. Write card with subject and number of pamphlets issued

2. Student signs for them

3. Two week circulation period same as with books

II. Periodicals

A. Procedure for circulation handled at Reference Desk

1. Periodicals may circulate overnight <u>except</u> for latest issue

2. Student signs for periodical on hot pink card (see sample)

3. Date of magazine and date due is recorded on hot pink card

4. Cards kept at Reference Desk but recorded daily on circulation sheet (see sample)

B. Fine procedure

1. Fines 10¢ per day (see Library Committee sheet of 1/23/70

NARCOTICS

For further material on the above subject, consult the SPECIAL COLLECTIONS which are checked below:

(If you cannot find what you want, the librarian will be glad to help you.)

- ☑ Pamphlet file
- ☐ Clipping file
- ☐ Periodical indexes
- ☐ Local history collection
- ☐ Maps
- ☐ Public documents
- ☐ Picture collection
- ☐ Art collection
- ☐ Music collection
- ☐ Lantern slides

BD 23183 Printed in U.S.A.

TIME

DATE OF MAGAZINE	BORROWER'S NAME	TIME DUE

RECORDS

AUTHOR

TITLE

DATE DUE	BORROWER'S NAME	DATE RETURNED

DEMCO NO. 32-222

LIBRARY CIRCULATION DATE:

42 b

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		WEEKLY TOTAL	CUMULATIV TOTAL
A									
B xcept BF)									
BF									
C,D,E,F,									
G-GU									
GV									
H-HL									
HM-HZ									
K									
L									
M,N									
P									
Q									
S									
T									
U,V									
Z									
POLICE									
UNPROC.									
SUB TOTAL									
RIODICALS									
MPHLETS									
DIO-VISUAL									
TOTAL									

2. If paid at time of return of material fine cut in half

3. Fine must not exceed cost of publication's replacement plus $1.00

4. Lost periodicals: pay cost of periodical plus $1.00

III. Audio-Visual Materials

A. Audio-visual materials presently controlled at Reference Desk

B. Microslides and viewer handled in same manner as periodicals <u>except</u> blue card is used to record transaction (see sample)

C. Microfilm <u>does not circulate</u>

1. Record of use kept by Reference Desk attendant

2. Technician operates equipment

3. Volume of use recorded on daily circulation sheet (see sample)

IV. Reserve Books

A. Procedure for placement on reserve shelves

1. Placed on closed reserve on receipt of written request by faculty member (see sample)

2. Type card for reserve request file if one not already in file giving following information

a. Call numbers

b. Author

c. Title

d. Faculty member making request

e. Date request was made

43a

Gloucester County College

LIBRARY

Request for books to be placed on Reserve.

Professor_____ Department_____Course # and Title_____

Title	Author	Call Number

Date to be placed on Reserve_____

Date to be removed from Reserve and returned to circulation_____

Signature_____

f. Place in active reserve request file

g. When term ends or period designated ends, record date book returned to regular circulation shelves

h. File card in inactive reserve request file for future use

i. Record volume of circulation on back of card

3. Books shelved at Reference Desk

a. Place blue banded plastic cover on book card

4. Place blue banded plastic covers of cards in card catalog

a. Author

b. Title

c. All subjects given in tracings

B. Use of books from reserve shelves

1. Student requests book at Reference Desk

2. Student signs book card which is held at Reference Desk

3. Book must be used in Reference Room only

4. Book returned to Reference Desk; name crossed off card before being returned to book and book to reserve shelf

C. Report of use

1. To faculty member by volume when book returned to circulation stacks

2. Recorded on back of request card in file

3. Used tally record in Annual Report

V. Books that circulate

A. General rules governing circulation

1. Books that circulate are located in open stacks on second floor of the Barn library facilities

2. Circulate for two weeks

3. Three renewals if no request card has been filed with the book card (see sample)

4. Limitations of number based on classification and demand for subject (usually three)

5. Book always due on Wednesday

6. Phone renewals should be checked while client is still on phone if possible to verify fines, overdues, request cards, etc.

B. Daily circulation record procedure

1. Record previous day's circulation on daily sheet (see sample of daily-weekly sheet and monthly sheet)

2. Book cards are covered with proper color coded plastic book card cover

3. Book cards are filed by call number at circulation desk

4. Change date on stamp each Wednesday and record

5. Assign color coded plastic book card cover for each date change and record

C. Method for signing out a book

1. Verify student by ID card

2. Stamp due date on book pocket

3. Stamp due date on book card

4. Student signs book card - write legibly or print

RESERVED

Author (or Call No.)

Title

Reserved for

Date of Request

Date wanted

Notified Hold Until

RESERVED

Author (or Call No.)

Title

Reserved for

Date of Request

Date wanted

Notified Hold Until

PRINTED IN U.S.A. CAT.NO. 23114

454

DATE	A	B	BF	E F	GU	GV	HL	HZ	J	K	L	M N	P	Q	R	S	T	U V	Z	POL	PROC	TOT	PER	PAM	AV	
456																				?						

5. Place book card in front of circulation drawer

D. Unprocessed books

1. Make a temporary card giving following information

a. Date due

b. Student signature

c. Accession number

d. Author

e. Title

f. Indicate point in processing (waiting LC, waiting technician

g. Notation if book jacket removed and stored

2. Attach all processing slips to temporary card

3. File in front of circulation drawer and handle as any other circulation

VI. When books are returned

A. At circulation desk

1. Check book card with <u>both</u> classification number <u>and</u> accession number before inserting in book pocket

2. Collect fines if any (see page 48 for fine policy)

3. Place book on cart to be shelved

B. Shelving of cataloged books

1. Check book pocket for book card being sure that they match

2. Shelved by call numbers - alphabet then number, then next alphabet and number on spine label

3. Read shelves when replacing books and make necessary adjustments

4. Student workers read shelves on regularly assigned schedule

C. Shelving of unprocessed books

1. Put temporary card in book in case needed again after drawing a line through that person's signature

2. Put book jacket back on book if one had been stored

3. Return book to place indicated on notation (waiting LC, waiting technician)

RAPID & EFFECIENT RAPID & EFFICIENT

Doris K. Hosler, Circulation Librarian, Millersville
State College, Pennsylvania:'

The Circulation Department in Ganser Library has charge of shelf reading. We have set up a schedule whereby several students are each given one section to read during a term. Marlin Deiter, one of the students and a shelf reader, recently came to me with a proposed method for rapid shelf reading. John Maine, library director, and I were so impressed with the method that we thought perhaps other libraries might be interested in using it. While the proposal is based on the Dewey Decimal system, the Library of Congress system could be read using the same method.

Marlin Deiter's method of "Rapid and Efficient Shelf Reading" is as follows:

This system is based on the assumption that most shelf readers, unless they are told differently, make shelf reading a much harder job than it actually is. They do this basically by reading the whole Dewey and Cutter number on every book in order, as they come to it. For example, take four books in row whose Dewey and Cutter numbers are:

520	520	520	521
A145	A567	B367	A589

The natural tendency is for the person who is shelf reading to look at and say (in his mind) 520-A145, 520-A567, etc., whereas it would be much easier to do it a different way. I try to seperate books into groups and subgroups, which tends to make shelf reading faster First I would scan only the Dewey numbers with my eyes, paying no attention to the Cutter numbers--this can be done very quickly, and a whole shelf can be scanned by number in a few seconds. In the above example, I would read 520, 520, 520, and then, when I noticed the 521, I would stop and examine the 520s as a group. (This is a hypothetical example and quite often a whole shelf will have just one number--all 520s, etc.) Then, when I looked at the 520s, I would examine only the first letter in the Cutter number A, A, B,...Finally, I would look at the A's as a separate unit and check the rest of the Cutter number to see if they were in the right order. This may sound like a complicated process, but it is actually less time-consuming than it would seem to be. The "secret" (for lack of a better term) of this system if that you do not look at the whole Dewey and Cutter number and compare it with the next whole Dewey and Cutter number, but rather you scan the Dewey frist, stopping when the number changes; then, scan the letter only of the Cutter, stopping when the letter changes; and finally scan the rest of the Cutter number. Time is saved in this because quite often you do not have to read the whole number to continue reading.

TAKEN FROM LIBRARY JOURNAL, JUNE 15, 1970.

GLOUCESTER COUNTY COLLEGE

LIBRARY

MARCH 1970

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

The main classes in the Library of Congress system are designated by single capital letters; each subclass is indicated by a second capital letter; and divisions and subdivisions are designated by numbers in ordinary sequence from 1 to 9999.

A call number looks like this:

LC class number	TJ
	840
Author number	L3

An outline of main classes and some subclasses is given below:

A	General works, Polygraphy	
B	Philosophy, Psychology, Religion	
	Philosophy	B-BD
	Psychology	BF
	Religion	BL-BX
C	History - Auxiliary Sciences	
D	History & Topography (except American)	
E	American & U.S. (general)	
F	U.S. (local) & America (except U.S.)	
G	Geography	
	Anthropology, Ethnology	GN
	Physical training	GV 201-547
	Dance	GV 1580-1789
H	Social Sciences	
	Economics	HB-HJ
	Sociology	HM-HX
J	Political Science	
K	Law	
L	Education	
M	Music	
N	Fine Arts	
	Painting	ND
	Art applied to industry	NK
P	Language & Literature	
	French language	PC 2001-3761
	Spanish language	PC 4001-4977
	Drama	PN 1600-3299
	Oratory	PN 4016-4321
	English literature	PR
	American literature	PS
	Fiction	PZ 1-4
	Children's books	PZ 5-90
Q	Science	
	Mathematics	QA
	Physics	QC
	Chemistry	QD
	Biology	QH
R	Medicine	
S	Agriculture	
T	Technology	
	Home Economics	TS 1300-1865
		TX 301-641
	Photography	TR
U	Military Science	
V	Naval Science	
Z	Bibliography	
	Library Science	Z 665-999

GLOUCESTER COUNTY COLLEGE

LIBRARY COMMITTEE

Date: January 23, 1970

Time: 1:30 P.M.

Place: Library

Present:

Mrs. Koleszar	- Librarian
Angela Martion	- Library Committee Chairman
Juanita Carter	- Student Library Committee Member
Samuel Marrone	- Student Government Representative
Clifford Sanders	- Student Government Representative

Agenda:

1. Fines
2. Probation
3. Use of money collected from fines

A study of the fines system of ten community colleges was evaluated and discussed by the members of the student library committee.

The following procedures were proposed and approved by the committee:

1. Fines will be in effect beginning the new semester, February 5, 1970. The policy reads as follows:

   a. 10¢ for every day the library is open
   b. 25¢ per day for books on reserve

      If payments are made when books are returned, the fine will be reduced by 1/2

   c. For books permanently lost, a student pays for the list price of the book plus $1.00

2. Probation

   a. When a student abuses library privileges more than twice, he is placed on probation. This means, he may use the books and library privileges only while in the library. The fine continues reaching a maximum up to the price of the book.

3. Use of fines collected

   a. It was agreed by the committee that money collected from fines would be used to purchase audio-visual equipment.

OVERDUE NOTICES

1. Overdue notices (see sample) are sent out when color coded plastic book card cover color is ready to be repeated.

2. Overdue book cards are attached to Second and Final notices and covered with solid red top color coded plastic book card cover and refiled with regular cards.

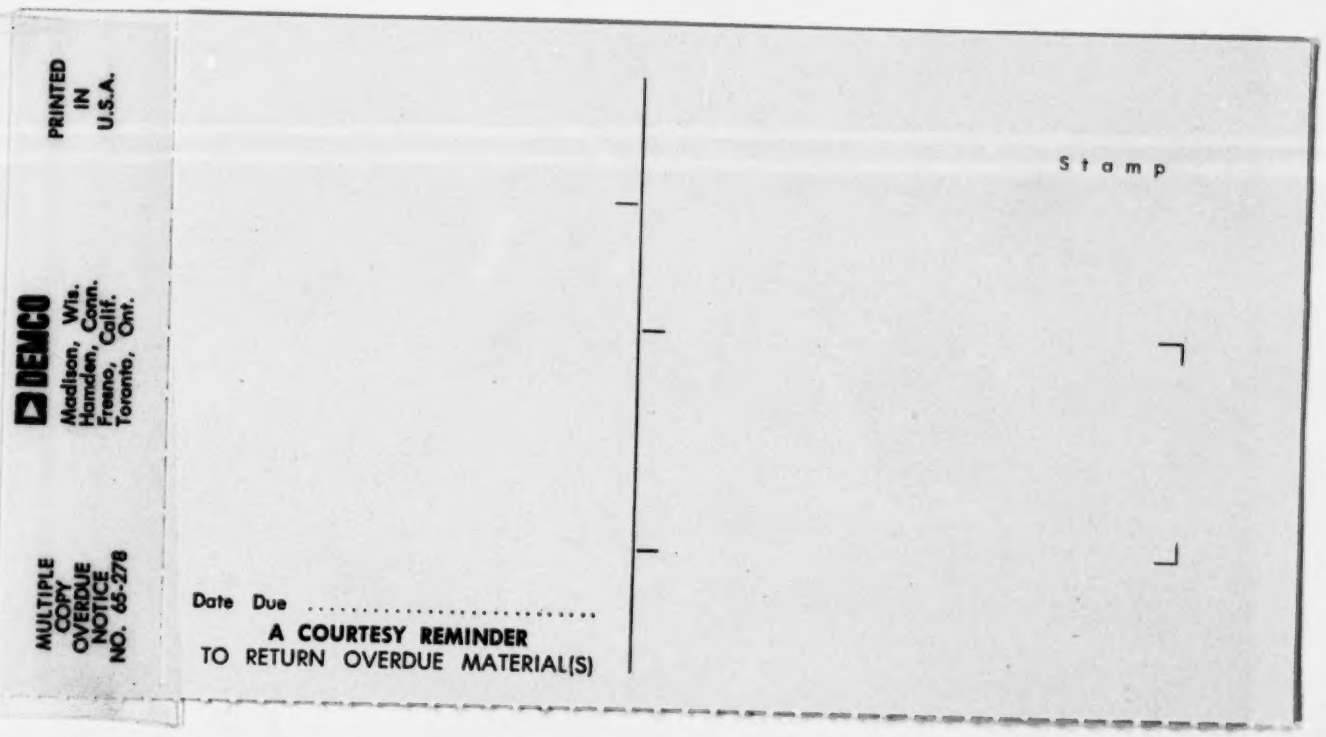
3. Follow-up procedure:

   a. Second Notice sent following week.

   b. Final Notice sent week after Second Notice.

   c. Letter sent two weeks after Final Notice.

4. Final week of semester list of students with overdue books and/or fines outstanding is sent to Registrar's Office and Business Office for withholding of grades and/or transcript and letter from Business Office.



PERIODICALS DEPARTMENT

I. Acquisition - Follow Instructions in Acquisitions Department

II. Procedure Upon Receipt of Materials

A. Check in on cards in visible file (see sample)

1. Quarterly - record of each issue.

2. Monthly - record number of issue

3. Weekly - record date of issue

4. Daily - check card

5. Special handling

a. Facts on file - use number of issue

b. Editorials of file

B. Signals or flags - place in bottom of card holder in proper month (not used on quarterlies)

C. Stamp periodicals on front and back cover with Gloucester County College Library stamp

III. Newspapers

A. New York Times - keep until microfilm comes; then discard back issues

B. Philadelphia Inquirer - keep so long as room available; then discard back issues

C. Wall Street Journal - keep so long as room available; then discard back issues

D. New York Times - <u>keep</u> Book Review Section
Magazine Section

51a

PUBLISHER

SOURCE

FUND

PRICE

DEMCO 33-552

ORDERED	BEGINS	EXPIRES	DATE OF BILL	AMOUNT	ORDERED	BEGINS	EXPIRES	DATE OF BILL	AMOUNT

CALL NO.

NOS. PER VOL. VOLS. PER YEAR FREQUENCY

BOUND

PREPARED IN BINDERY

TITLE PAGE

INDEX

DEMCO

YEAR	Ser	VOL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	T.P.	I.	CLAIMED

INC. JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC BIND

|1|0| |2|0| |3|0| |4|0| |5|0| |6

TYPIST PLEASE NOTE — START ALL TYPING AT SAME POINT ON SCALE. THEN REMOVE THIS STUB. BE SURE YOU HAVE A WELL INKED RIBBON. CARE USED IN TYPING WILL IMPROVE REFERENCE DURING THE ENTIRE LIFE OF THE INDEX. TRY A FEW IN THE POCKETS TO SEE HOW THEY LOOK BEFORE TYPING THE ENTIRE LIST. FOR UNIFORMITY IN STOCK AND PRINTING, ALWAYS USE FORMS MADE BY —

DEMCO LIBRARY SUPPLIES

DEMCO 33-551 MADISON, WISCONSIN HAMDEN, CONNECTICUT FRESNO, CALIFORNIA

IV. Magazines

A. Back issues retained as long as space available

B. Usually discard when microfilm arrives except for American Journal of Nursing

C. Magazines are stacked on shelves alphabetically by title with most recent on top

V. Indexes - handled as regular periodicals

INVENTORY

I. General Office Supplies and Library Supplies

A. Check all supplies at least once a month

B. Order necessary items using procedure outlined in Acquisitioning Section under ordering by requisition

C. Eventually establish a perpetual inventory when in new library building and storage room available

II. Periodicals

A. Check holdings continually by use of perpetual inventory kept in visible file

B. Follow-up on those not received requesting replacements

C. Discard magazines and mark off in visible file when microfilm is received

III. Books: Done Annually Before Opening of Summer School

A. Preparation for Inventory

1. Shelves read and put in order by student workers

2. Those cards in shelf list card catalog flagged in previous inventory checked

a. Against shelves to see if book has been returned

b. If still missing and Librarian decides to reorder, follow directions for Acquisitioning of books

c. If not reordering and that was only copy deaccession and remove cards from catalog

d. If not reordering but there are other copies, deaccession that book, so indicate on shelf list card

3. Enter deaccessioning information in record book (see sample page)

a. Cannot reuse number except for a pamphlet inadvertently accessioned

b. To reuse number could cause confusion if book should later turn up

B. Procedure for inventory

1. One person reads shelf list card catalog aloud: call numbers, author, title, volumes, and/or copies

2. Another person reads shelves carefully checking spine information, book, etc. against information given

3. Place signal (paper clip or plastic flag) on shelf list card of missing books

4. Search for missing books

a. Circulation file (if checked out assumed not lost - remove signal)

b. Librarian's desk

c. Faculty

5. Correct errors

a. Location of books out of class

b. Reference to circulation/circulation to reference

c. Folio (oversize) into or out of section

6. Count for annual report books have and books lost

WITHDRAWALS

Date	Acc. No.	Call No.	Shelf list corrected	Dupl.copy	Catl.C Withd.	Paid	Not Ret.	Miss. Invt.

DEFINITIONS

Acquisition Department

The administrative unit in charge of selecting and acquiring books, periodicals, and other material by purchase, exchange, and gift, and of keeping the necessary records of these additions. Sometimes referred to as Order Department or Accession Department.

Circulation Department

1. The part of a library from which books for outside use are lent regularly to adults and young people.

2. The administrative unit in charge of all the routines connected with lending books for outside use to adults and young people. Also called Delivery Department, Issuing Department, Lending Department, Loan Department.

Inventory

1. A checking of the book collection of a library with the shelf list record to discover books missing from shelves.

2. In archives administration, a list of the material in a record group arranged basically in the order in which the material is arranged.

Periodical Department

1. The part of a library where current issues of periodicals and other serials are kept for reading.

2. The administrative unit in charge of handling periodicals, which may include ordering, checking, preparation for binding, etc.

Reference Department

1. The part of a library in which its reference books are kept for consultation.

2. The administrative unit in charge of the reference work of a library.

Staff Manual

A guidebook for the staff of a particular library, consisting of rules of procedure in the various departments and branches, and usually containing samples of forms and lists of supplies. Also called Staff Code, Staff Instruction Book.

Technical Processing Department

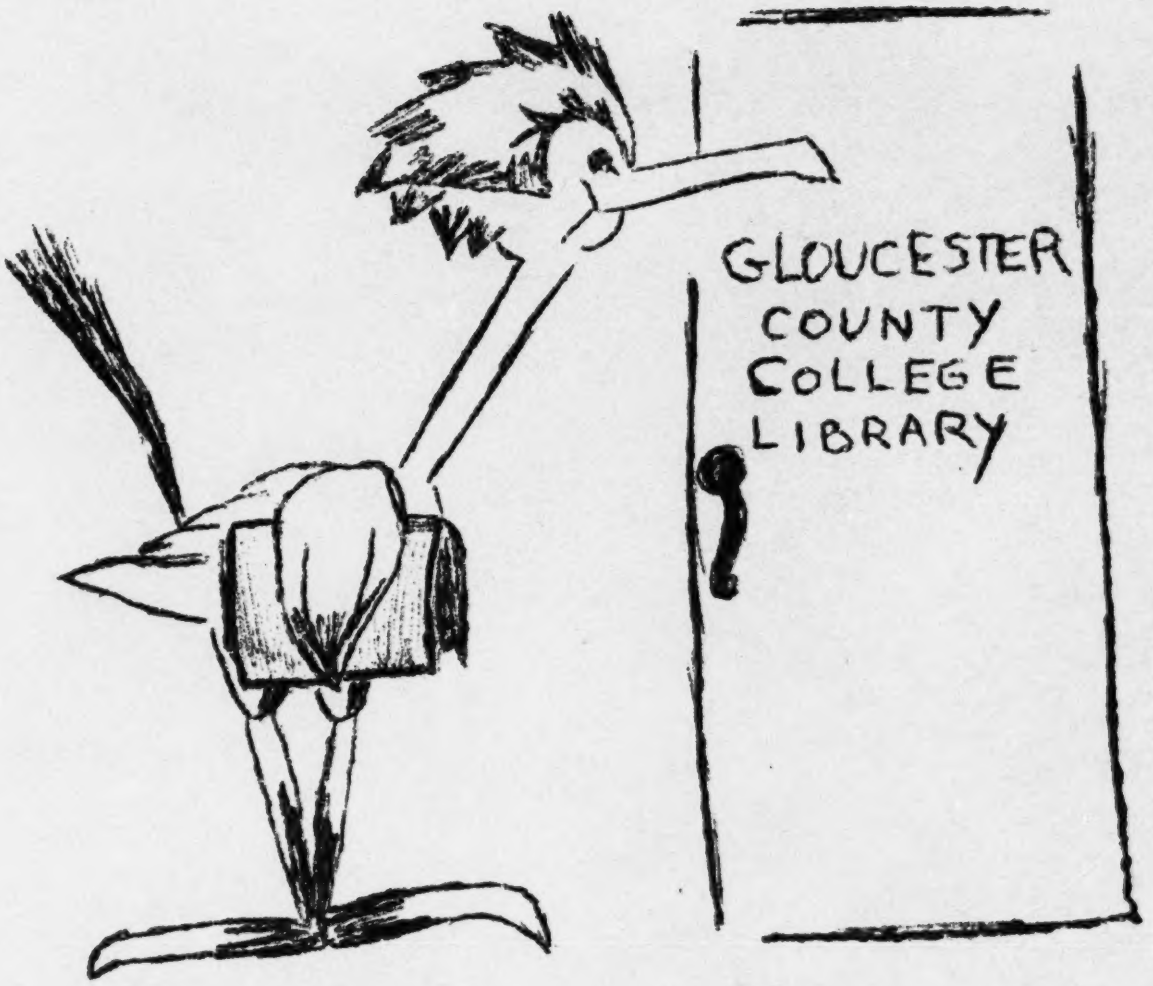
The administrative unit in charge of cataloging, classification, and the physical preparation of books for the shelves, and in some libraries, of other routines, such as order work, accessioning, and inventory.

Student Assistant

A student employed part-time in the library of a university, college, or school to perform nontechnical or nonprofessional duties under the supervision of the professional staff; sometimes working voluntarily but usually paid on an hourly basis.

Mechanical Processes

Nontechnical work in the preparation of books for use, such as collating, pasting, and marking.


GLOUCESTER
COUNTY
COLLEGE
LIBRARY

GENERAL INFORMATION

STAFF:

1. Mrs. Velma Koleszar.....Director of the Library
2. Mrs. Julie Salisbury.....Assistant Librarian
3. Miss Margaret Turner.....Library Technician
4. Mrs. Ruth Doughty.....Secretary

HOURS:

10:00 A.M. to 6:00 P.M.

Changes in library hours and information about vacation periods will be posted.

BORROWING:

Books may be borrowed on presentation of your I.D. card. The lending period varies as all books are due on a Wednesday. For example if a book goes out on a Wednesday, it will be due two weeks later. If it is taken out on a Thursday, you may keep it 20 days. Books may be renewed by telephone.

Magazines and pamphlets circulate for 24 hours only.

RESERVE BOOKS:

Books placed on reserve by the faculty are kept in the reference room. Some may be taken out for overnight use.

FINES:

The fine for over due reserve books is 5 cents an hour. No fines will be charged for circulation books. This is an experiment that will be in effect for the first semester. The only purpose for charging fines is to ensure the prompt return of books so that they can be used by other students. If you will return books on time the no fine experiment will continue indefinitly.

USING THE LIBRARY

A library is not hard to use, and if you will study the following sections, you will get some basic information.

There are many ways to find material in the library, but the very best source is the librarian. Ask for help whenever you are having trouble finding what you need. All members of the library staff are able and willing to help with your particular problem.

FINDING A BOOK

1. Look in the card catalog

   a. If you know the author's last name look in the author section.

   b. If you know the first word of the title (omit "the", "a", or "an") Look in the title section .

   c. If you are looking for information on a specific subject, look in the subject section.

2. Copy down the entire call number printed in the upper left hand corner of the card. For example: LA 228.D6.

3. Find the book on the shelf in its proper alpha-numeric order. If the call number is preceded by REF, look in the reference section.

ABBREVIATIONS:

Dr.--look under DOctor

St.--look under SAint

Mr.--look under MIster

ALPHABETICAL ARRANGEMENT:

Short words before long words...
For Example: NEW York comes before NEWark

DESCRIPTIVE WORDS:

DO NOT use: "A"; "an"; "the"
DO look under the next word of the title, as in
(The) SUN Also Rises

Mc or Mac?

Mc is considered the short form of Mac...
Thus MCGuire is filed as if it were MACGuire...

NUMBERS:

100: look under ONE HUNDRED, as if the number were spelled out.

Some rules to help you in using the card catalog-

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

Books in the library are arranged by subject according to the library of Congress Classification System. Letters are assigned to the main classes as follows:

A. General Works
B. Philosophy & Religion
C. Auxiliary Sciences of History
D. General and Old World History
E. American History
F. American History
G. Geography, Anthropology, & Folklore
H. Social Sciences
J. Political Science
L. Education
M. Music and Books on Music
N. Fine Arts
P. Philology & Literature
Q. Science
R. Medicine
S. Agriculture, Plant & Animal Industry
T. Technology
U. Military Science
V. Naval Science
Z. Bibliography and Library Science

The addition of second letter indicates major sub-divisions.

For example:

Q Science (general)

QA Mathematics

QB Astronomy

Numbers are added for more detailed sub-division

For example:

PS American Literature

PS 85 History of American Literature

PS 504 Collections of American Literature

TO LOCATE A MAGAZINE OR NEWSPAPER ARTICLE consult the following indexes:

The Reader's Guide to Periodical Literature for information in general periodicals

Applied Science and Technology Index for information in the sciences

Biological and Agricultural Index

Business Periodicals Index for Business subjects

Cumulative Index to Nursing Literature

Education Index for education subjects

Social Sciences and Humanities Index for scholarly articles in literature and the social sciences

New York Times Index

Typical entry in a periodical index:	Explanation:
TECHNOLOGY and civilization It's two-thirds of a century; we've made it, so far. E.E. Morison. il N.Y. Times Mag. p 34-5:Ap 24 '66	Subject Title of the Article Author. Title of Magazine Page and issue of magazine in which article is found.

REFERENCE SERVICE:

A librarian is available to help you in using library materials. Please ask for any help you may need.

MICROFILM:

Many periodicals are available on microfilm. A list of these, with dates, is kept at the reference desk.

Chapter 4

CONCLUSIONS AND RECOMMENDATIONS

CONCLUSIONS

It would appear that this has been a valid and worthwhile project. In the process of compiling the Staff Manual for the Gloucester County College Library the writer has gained a greater insight into the whole philosophy of the Library and its relationship to the total program of Gloucester County College with regards to services to Administration, Faculty, Staff, and Students.

The many hours spent with members of the Staff as individuals as well as the frequent group meetings have brought about a much more efficient operation in all phases of the Library work. This cooperative spirit of working together for the betterment of the Gloucester County College Library while preparing this manual has been excellent groundwork for the future.

Furthermore, the harmonious interrelationship that developed between members of the staff of the Gloucester County College Library while working together with the writer must certainly have improved the services rendered to the patrons of the Library.

It would seem that this project has served as a

preliminary "self-evaluation." This fact should be advantageous to the Library both for continued growth and development and for the impending evaluation by the Middle States Association of Colleges and Secondary Schools.

RECOMMENDATIONS

1. The results of this project should be used as a guide for the future development of the Staff Manual for the Gloucester County College Library when the Library is moved into the new facilities in the Student Center.

2. Neither this manual or any subsequent manual that might be developed from it should be considered as the "final" manual. Periodic review of the practices and procedures herein stated should take place and revisions made as indicated.

3. It is hoped that the Staff Meetings which were held weekly while the project was in progress will be continued at regularly scheduled intervals, at least twice a month, or sooner when it is felt necessary.

4. It is further recommended that a complete manual be made available at some location, the work-room perhaps, where Student Workers might review the entire Manual rather than being limited to the section at their particular duty station.

APPENDIX A

NEW JERSEY JUNIOR COLLEGES

Alphonsus College
Woodcliff Lake
New Jersey 07675
Sister Andrene, C.S.JB.

Assumption College for
Sisters
Mendham
New Jersey 07945

Atlantic Community College
Daniel Leeds Library
Mays Landing
New Jersey 08330
Mr. William Spangler

Bergen Community College
400 Paramus Road
Paramus
New Jersey 07652
Dr. Sarah Katharine Thomson

Brookdale County College
765 Newman Springs Road
Lincroft
New Jersey 07738
Mrs. Martha Thompson

Burlington County College
Pemberton-Browns Mills Road
Pemberton
New Jersey 08068
Mr. Fleming A. Thomas

Camden County College
P.O. Box 200
Blackwood
New Jersey 08012
Mr. Louis W. Caccese

Centenary College for Women
Taylor Memorial Library
Hackettstown
New Jersey 07840
Miss Ruth E. Scarborough

County College of Morris
Route 10 and Center
Grove Road
Randolph Township
P.O. Box 72
Dover
New Jersey 07801
Mr. William I. Bunnell

Cumberland County College
P.O. Box 517
Vineland
New Jersey 08360
Mr. James Luther

Luther College
705 Pomeander Walk
Teaneck
New Jersey 07666
Miss Ruth Eickmann

Mercer County Community
College
101 West State Street
Trenton
New Jersey 08608
Mr. James F. McCoy

Middlesex County College
Edison
New Jersey 08817
Mr. Edwin Ashley

Monmouth College
Guggenheim Memorial Library
West Long Branch
New Jersey 07764
Mr. Robert Van Benthuysen

Mount Saint Mary College
North Plainfield
New Jersey 07061
Mrs. Rosemary Kane

Ocean County College
Hooper Avenue
Toms River
New Jersey 08753
Mrs. Vivian-Sue Penn

Saint Gabriel Junior College
Lakewood
New Jersey 08701
Brother A. T. Greene, C.F.C.

Saint Joseph's College
P.O. Box 351
Princeton
New Jersey 08540
Reverend John J. Hodnett, C.M.

Somerset County College
132 Jefferson Avenue
P.O. Box 450
Green Brook
New Jersey 08812
Mr. Richard T. Samuelson

Tombrock College
P.O. Box 628
West Paterson
New Jersey 07424
Sister M. Clementine, S.M.I.C.

Englewood Cliffs College
Hudson Terrace
Englewood Cliffs
New Jersey 07632
Sister Jeanne, C.S.J.

Essex County College
31 Clinton Street
Newark
New Jersey 07101
Mr. Zenon B. Sheparovych

Gloucester County College
Tanyard and Salina Roads
Sewell
New Jersey 08080
Mrs. Velma Koleszar

Union College
1033 Springfield Avenue
Cranford
New Jersey 07016
Mr. George P. Marks III

Villa Walsh College
Western Avenue
Morristown
New Jersey 07960
Sister Lucille Fitzpatrick,
M.P.F.

Immaculate Conception
Junior College
Ramsey
New Jersey 07446

Lodi, New Jersey 07644
Reverend James C. Turro

APPENDIX B

December 9, 1969

As a partial requirement for the Master's degree program in Library Science at Glassboro State College, I am to write a Staff Manual for a Junior College Library.

It has been suggested that I borrow copies of Staff Manuals from the New Jersey Junior Colleges for review and guidance. Therefore, would it be possible for you to send me a copy of your Library Staff Manual?

Please indicate if the Manual should be returned or if it may be added to the Library Science files at Glassboro State College.

Thank you for your cooperation.

Sincerely yours,

Julie Davitt Salisbury

(copy)

APPENDIX C

202 Dickinson Road
Glassboro, New Jersey 08028
January 15, 1970

Dear _____:

Thank you for your prompt and kind reply to my recent request for a sample copy of your Library's Staff Manual in connection with the Master's degree program at Glassboro State College.

The response from the New Jersey Junior College Librarians has been most gratifying and helpful.

Sincerely yours,

Julie Davitt Salisbury

(copy)

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ABSTRACT

Salisbury, Julie Davitt. Preliminary Staff Manual for the Gloucester County College Library. Advisers: C. Boltz and R. Potts, Library Science. 1970.

A manual designed for the Gloucester County College Library provides information to librarians, secretaries, technicians, clerks, and student workers so that all may contribute to an effective library program for the Gloucester County College.

The manual is a summary of the policies and procedures now in effect in the Gloucester County College Library and should serve as a useful guide to both new and experienced personnel.

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